



College of Respiratory
Therapists of Ontario

Ordre des thérapeutes
respiratoires de l'Ontario

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CRTO Council Meeting Minutes

Scheduled on September 23, 2022, from 9:00 am to 12:00 pm

**Location: Victoria Room, DoubleTree by Hilton - 108 Chestnut St. Toronto, ON
M5G 1R3 & Zoom Videoconference**

Attendance:

Board Members:

Lindsay Martinek, RRT – **Chair**
Kim Morris – **Vice-Chair**
Derek Clark, Public Member
Jeff Dionne, RRT
Shawn Jacobson, RRT
Christa Krause, RRT
Katherine Lalonde, RRT

Kelly Munoz, RRT
Jody Saarvala, RRT
Jeffrey Schiller, Public Member
Jillian Wilson, RRT
Yvette Wong, Public Member
Tracy Bradley, RRT

Staff:

Carole Hamp, RRT, Registrar & CEO
Shaf Rahman, Deputy Registrar
Kelly Arndt, RRT, Quality Practice Manager
Ania Walsh, Regulatory Affairs Manager
Denise Steele, Professional Programs Coordinator

Temeka Tadesse, IT & Database Specialist
Stephanie Tjandra, Finance & Office Coordinator
Abeeha Syed, Professional Conduct Associate
Peter Laframboise, Professional Conduct Manager
Misbah Chaudhry, Professional Conduct Coordinator

Guests:

None

Regrets:

Angela Miller, RRT
Andriy Kolos, Public Member
Allison Peddle, Public Member

1.0: INTRODUCTIONS & LAND ACKNOWLEDGEMENT

The meeting was called to order at 9:03 am. Lindsay Martinek welcomed Council and staff to the meeting.

2.0: CONFLICT OF INTEREST DECLARATION

No conflict of interest was declared.

3.0: APPROVAL OF COUNCIL AGENDA

Council reviewed the meeting agenda for September 23, 2022.

MOTION # 3.0 MOVED BY Kim Morris, and SECONDED BY, Jody Saarvala, RRT, that Council approve the Agenda for September 23, 2022.

MOTION # 3.0 CARRIED.

4.0: STRATEGIC ISSUES

4.1 2021 – 2025 STRATEGIC DIRECTION UPDATE REPORT

Carole Hamp presented the 2021 – 2025 Strategic Direction Update Report. The College Measurement Framework (CPMF) requires Colleges to “regularly reports publicly on its performance. Performance results related to a College’s strategic objectives and regulatory outcomes are to be made public on the College’s website”. To remain current with the CRTO’s activities related to the Strategic Direction, staff have created a workplan that contains the action items identified for each key priority. This workplan is to be updated regularly and the information will be posted on a quarterly basis on the CRTO website. A revised Strategic Direction Report will be presented at each Council meeting.

MOTION # 4.1 MOVED BY Christa Krause, RRT, and SECONDED BY, Katherine Lalonde, RRT, that Council approve the 2021 – 2025 Strategic Direction Update Report.

MOTION # 4.1 CARRIED.

4.2 SUCCESSION PLAN FOR SENIOR LEADERSHIP POLICY

Carole Hamp, Registrar & CEO presented the Succession Plan for Senior Leadership Policy. This policy has been drafted under the new Policy Framework and reflects the CRTO’s Succession Plan for Senior Leadership, approved in March 2022. The purpose is to ensure the CRTO has the necessary human resources to meet its statutory objectives and regulatory mandate. If the motion is approved, the policy will replace the Succession Plan approved in March 2022, and the Succession Plan Procedure will be updated regularly.

MOTION # 4.2 MOVED BY Kim Morris, and SECONDED BY, Jeff Dionne, RRT, that Council approve the Succession Plan for Senior Leadership Policy.

MOTION # 4.2 CARRIED.

5.0: OPERATIONAL & ADMINISTRATIVE ISSUES

5.1 REGISTRAR’S REPORT

Carole Hamp, Registrar, reported on general CRTO activities and initiatives.

INTERNAL

CURRENT INITIATIVES

- Policy Framework & Professional Practice Guidelines (PPGs) & Clinical Best Practice Guidelines (CPBGs)
- Strategic Direction Update Report
- Office Hybrid Workplace & Workspace Expansion

ADMINISTRATION INTERNAL

Staffing Changes

Welcome two newest members of the CRTO team:

- Peter Laframboise - Manager of Professional Conduct
- Misbah Chaudhry - Coordinator of Professional Conduct

Mid-Year Financial Summary

A mid-year financial review (March 1 – August 8) was presented at the most recent meetings of the Finance & Audit and Executive Committees and is being presented at this Council meeting. Based on the expenses for this fiscal year-to-date, last fiscal year-to-date and the total costs in the previous fiscal year, an estimate was made for each budget item as to the anticipated yearly expenses.

EXTERNAL

- National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB)
 - NCF Review & Revision
 - Standard of Practice Working Group
 - Registration Verification Form Working Group
 - Language Proficiency Working Group
- Health Profession Regulators of Ontario (HPRO)
- New Regulation under the Regulated Health Professions Act (RHPA) – Registration Requirements
- Registrars

5.2 FINANCIAL STATEMENTS

Council reviewed the Financial Statements for May 1, 2022 – August 31, 2022.

MOTION # 5.2 MOVED BY Derek Clark, and SECONDED BY, Kelly Munoz, RRT, that Council approve the Financial Statements for May 1, 2022 – August 31, 2022.

MOTION # 5.2 CARRIED.

5.3 INVESTMENT PORTFOLIO

Council reviewed the Investment Portfolio.

MOTION # 5.3 MOVED BY Christa Krause, RRT, and SECONDED BY, Kim Morris, that Council approve the Investment Portfolio summary.

MOTION # 5.3 CARRIED.

5.4 MID-YEAR FINANCIAL SUMMARY

Council reviewed the Mid-Year Financial Summary.

5.5 MEMBERSHIP STATISTICS

Ania Walsh, Regulatory Affairs Manager, presented the Membership Statistics. The total membership reported was 3,930. The CRTO received 146 new applications received from March 2022 to September 2022. Out of the total number of applications received, 128 are graduates of an Ontario RT program, 9 are graduates from other provinces, and 9 are graduates from outside of Canada.

5.6 ADMINISTERING AND DISPENSING MED PPG – FINAL APPROVAL

Kelly Arndt, Quality Practice Manager, presented the Administering and Dispensing Medications PPG. This document provides information regarding accepting delegation to dispense, legislative requirements surrounding narcotics, and the requirements of orders and documentation when administering medication. The PPG went out for public consultation in August 2022. All respondents found the policy clear, understandable, and free from omissions and errors. There was a wording change made as a result from a respondent's suggestion. If the motion is approved, the PPG will be published on the CRTO website.

MOTION # 5.6 MOVED BY Jody Saarvala, RRT, and SECONDED BY, Jeffrey Schiller, that Council approve the final Draft of Administering and Dispensing Med PPG.

MOTION # 5.6 CARRIED.

5.7 INFECTION, PREVENTION & CONTROL CBPG – DRAFT FOR CONSULTATION

This item has been delayed until the next Council meeting.

5.8 PDP POLICY – REVISION FOR INFORMATION

Kelly Arndt presented the Professional Development Program (PDP) Policy. The CRTO Professional Development Program consists of: Launch RT Jurisprudence Assessment, Relevant eLearning Module, Portfolio Online for Respiratory Therapists (PORTfolio), Specific Continuing Education or Remediation Program (SCERP), Practice Assessment.

6.0: CONSENT AGENDA ITEMS

Council decided to remove the Committee Reports from the Consent Agenda Item. The Committee Reports will subsequently be changed to Information only for future meetings. The Meeting Minutes will remain as a decision item.

6.1 MINUTES FROM MAY 27, 2022

Council reviewed the Minutes from May 27, 2022. The adjournment time will be amended.

MOTION # 6.1 MOVED BY Jeffrey Schiller, and SECONDED BY, Yvette Wong, that Council approve the Meeting Minutes from May 27, 2022, with the amendment.

MOTION # 6.1 CARRIED.

6.2 EXECUTIVE COMMITTEE REPORT

Lindsay Martinek, RRT, Executive Committee Chair, presented the Committee Report to Council.

The Executive Committee has met once since the May 27, 2022 Council meeting. On September 6, 2022, the Executive Committee reviewed the following items:

- Registrar's Report & General Updates
- CRTO Financial Statements & Investment Portfolio
- Mid-Year Financial Summary
- Draft Council Agenda for September 23, 2022
- Executive Committee Goals & Terms of Reference
- Future of the CRTO Executive Committee

6.3 REGISTRATION COMMITTEE REPORT

Christa Krause, RRT, Registration Committee Chair, presented the Committee Report to Council. Since the Council meeting on May 27, 2022, the Registration Committee (RC) Panels met to consider referrals from the Registrar on the following dates:

- June 7, 2022
- July 14, 2022
- August 29, 2022

6.4 QUALITY ASSURANCE COMMITTEE REPORT

Jeffrey Schiller, presented on behalf of Ginette Greffe-Laliberte, RRT, Quality Assurance Committee Chair the Committee Report to Council. Since the last Council meeting, there has been one panel meeting vote (held via email) on August 8, 2022. The report included summaries of QAC Panel activities and 2022 PORTfolio submissions.

6.5 PATIENT RELATIONS COMMITTEE REPORT

Kim Morris, Patient Relations Committee Chair, presented the Committee Report to Council. There have been no meetings since May 27, 2022. The Committee Chair and several CRTO members met briefly on June 13 with Canadian Equity Consulting to kick-off the DEI Project.

6.6 INQUIRES, COMPLAINTS AND REPORTS COMMITTEE (ICRC)

Kim Morris, Inquiries, Complaints and Reports Committee Chair, presented the Committee Report to Council. Since the last Council meeting, the ICRC held three meetings via Zoom. All meetings were to review investigations and render a decision on the matters. One of the investigations related to an employer report and three were regarding complaints. The ICRC reviewed a related complaint and report at one meeting. There have been 11 new matters since the last Council meeting, comprising of: 3 public complaints, 1 self-report, and 7 employer reports.

6.7 DISCIPLINE COMMITTEE

Lindsay Martinek, RRT, Discipline Committee Chair, presented the Committee Report to Council. Since the

last Council meeting, there have been no Discipline hearings, nor referrals to the Discipline Committee.

6.8 FITNESS TO PRACTICE COMMITTEE

Lindsay Martinek, RRT, Fitness to Practice Committee Chair, presented the Committee Report to Council. Since the last Council meeting there have been no new referrals to the Fitness to Practise Committee and no Fitness to Practise hearings have taken place.

6.9 FINANCE & AUDIT COMMITTEE

Derek Clark, Finance and Audit Committee Chair, presented the Committee Report to Council. The Finance & Audit Committee (FAC) held a meeting on August 22, 2022, to continue discussion items from February 1, 2022 and May 13, 2022 meetings and consider new items.

7.0: COMMITTEE ITEMS ARISING

7.1 EXECUTIVE COMMITTEE ITEMS

- No items for this meeting.

7.2 REGISTRATION COMMITTEE ITEMS

- No items for this meeting.

7.3 QUALITY ASSURANCE COMMITTEE ITEMS

- No items for this meeting.

7.4 PATIENT RELATIONS COMMITTEE ITEMS

- No items for this meeting.

7.5 INQUIRIES, COMPLAINTS & REPORTS COMMITTEE ITEMS:

- No items for this meeting.

7.6 DISCIPLINE & FITNESS TO PRACTICE COMMITTEE ITEMS:

- No items for this meeting.

7.7 FINANCE & AUDIT COMMITTEE ITEMS:

TERMS OF REFERENCE AND ACTION PLAN: FINANCE & AUDIT COMMITTEE (FAC)

Shaf Rahman, Deputy Registrar, presented Terms of Reference and Action Plan: Finance & Audit Committee (FAC). To Align CRTO's finances more closely with its strategic plan, it is necessary for a committee with a

more comprehensive background in finance to review the CRTO financial reports. The FAC updated the Terms of Reference and Action plan to expand responsibilities on two aspects: increasing the FAC's responsibilities in relation to the CRTO's finances and providing recommendations to Council regarding CRTO Membership fees.

MOTION # 7.7 MOVED BY Derek Clark, and SECONDED BY, Jeffrey Schiller, that Council approve the changes to the Terms of Reference and Action Plan: Finance & Audit Committee (FAC).

MOTION # 7.7 CARRIED.

8.0: LEGISLATIVE AND POLICY ISSUES:

8.1 REVISED PRIVACY POLICY

Ania Walsh presented the Revised Privacy Policy. The policy sets out the mechanisms through which CRTO safeguards the personal information it collects, uses and/or discloses while carrying out its regulatory activities.

If approved, this policy will be sent for public consultation and review. The final draft will be presented at the December Council meeting.

MOTION # 8.1 MOVED BY Kim Morris, and SECONDED BY Christa Krause, RRT, that Council approve the revised Privacy Policy.

MOTION # 8.1 CARRIED.

8.2 REVISED CONFIDENTIALITY POLICY

Ania Walsh presented the Revised Confidentiality Policy. The policy sets out the duty of confidentiality that applies to all individuals employed, retained, elected or appointed to the CRTO.

If approved, the revised policy will come into effect on September 23, 2022. The CRTO's Confidentiality Agreement will be updated accordingly.

MOTION # 8.2 MOVED BY Jody Saarvala, RRT, and SECONDED BY Derek Clark, that Council approve the revised Confidentiality Policy.

MOTION # 8.2 CARRIED.

8.3 REVISED INVESTMENTS POLICY

Shaf Rahman presented the Revised Investments Policy. The FAC has been reviewing all relevant policies, including Investments and Management of Net Assets Policy to ensure it aligns more closely with the CRTO's strategic plan.

MOTION # 8.3 MOVED BY Jeff Dionne, RRT, and SECONDED BY Kelly Munoz, RRT, that Council approve the revised Investments Policy.

MOTION # 8.3 CARRIED.

8.4 RESERVES POLICY

Shaf Rahman presented to Council the Reserves Policy. This policy was separated from the general

Investments and Management of Net Assets Policy into a more detailed policy focusing only on Reserves (net assets) management.

MOTION # 8.4 MOVED BY Derek Clark, and SECONDED BY Kelly Munoz, RRT, that Council approve the Reserves Policy.

MOTION # 8.4 CARRIED.

8.5 REVISED OPEN FORUM POLICY

Ania Walsh presented Revised Open Forum Policy. The purpose of the policy is to ensure open and transparent communication between Council and observers who wish to address Council during the Open Forums. If approved, the policy will be posted on the CRTO website under the Council Meetings page.

MOTION # 8.5 MOVED BY Kim Morris, and SECONDED BY Katherine Lalonde, RRT, that Council approve the revised Open Forum Policy.

MOTION # 8.5 CARRIED.

8.6 REVISED REGISTRAR’S PERFORMANCE REVIEW POLICY

Ania Walsh presented the Revised Registrar’s Performance Review Policy. The policy outlines a transparent and consistent process for the Registrar & CEO performance reviews that measure their performance based on the work plan and the strategic objectives approved by the Council. If approved, the revised policy will come into effect on September 23, 2022.

MOTION # 8.6 MOVED BY Jody Saarvala, RRT, and SECONDED BY, Jillian Wilson, RRT, that Council approve the revised Registrar’s Performance Review Policy.

MOTION # 8.6 CARRIED.

8.7 POLICIES BEING RESCINDED & ARCHIVED

Carole Hamp presented to Council the rationale for rescinding and archiving the following policies:

- Data Requests Policy
- Development of Standards, Guidelines, and Other College Documents Policy
- Workplace Violence and Harassment Policies and Program Policy.

MOTION # 8.7 MOVED BY Christa Krause, RRT, and SECONDED BY, Kelly Munoz, RRT, that Council approve the Data Requests Policy, Development of Standards, Guidelines, and Other College Documents Policy, Workplace Violence and Harassment Policies and Program Policy, to be rescinded and archived.

MOTION # 8.7 CARRIED.

9.0: OTHER BUSINESS

9.1 COUNCIL & COMMITTEE 101: EXPENSE CLAIMS, MEETINGS IN A VIRTUAL WORLD

Shaf Rahman presented the Council & Committee 101: Expense Claims, Meetings in a Virtual World.

10.0: NEXT MEETING

Next Council Meeting:

Friday, December 2, 2022, from 09:00 to 13:00 hrs.

Location: Zoom Videoconference

11: ADJOURNMENT

Adjournment

MOTION # 11 MOVED BY Jody Saarvala, RRT, and SECONDED BY Jillian Wilson, RRT, that Council adjourn the September 23, 2022 meeting.

The September 23, 2022 Council Meeting adjourned at 12:09 pm.